

WASHINGTON COUNTY BAR ASSOCIATION

119 South College Street, Washington, PA 15301 ~ 724.225.6710 ~ wcba@washcobar.org

Conference Room Rental Policy

WCBA Members

WCBA members may schedule WCBA conference rooms at no charge for a maximum of six times per month; afterwards, the member will be charged half the non-member rate. The reserving member must be present the full time of the appointment (members can not reserve for non-members so that they may avoid paying the rental fee). Members who are a “no show” or do not cancel the room with at least 24 hours notice will be charged a \$25 cancellation fee.

Non-Members

Room rental fee is \$50 per conference room for reservations of 1 to 4 hours. The fee is \$75 per conference room for reservations of 4 hours up to 8 hours (9am – 5pm). Appointments that extend after 5pm will be charged \$25 per hour for each hour after 5pm and arrangements must be made no later than two weeks in advance. Reserving parties who are a “no show” or do not cancel the room with at least 48 hours notice will be charged a \$25 cancellation fee.

Seminars

Administrative fees for full-day PBI seminars are \$75, half-day or less \$50. Refreshments for full-day programs are \$5 per person, half-day programs \$3 per person; lunch service for groupcasts is \$10 per person. Room rental fees for video seminars are \$100 for full-day, \$50 for half-day or less. Room rental fees for groupcasts are \$150 for full-day, \$100 for half-day or less. Seminars not canceled with at least 48 hours notice will be charged a \$50 cancellation fee.

Conference Rooms Description

Lawyers Lounge – one couch, two armchairs, and one small conference table seating for up to four people. No pre-set audio-visual equipment (arrange 72 hours prior; as available).

Front Conference Room – conference room table seating up to 10. No pre-set audio-visual equipment (arrange 72 hours prior; as available).

Back Conference Room – conference room table seating up to 14. Room is pre-set with television and DVD player.

NOTE: front and back conference rooms are connected by a double pocket door that can be opened to combine both rooms for seating up to 26 (at double room rate).

Audio-Visual Equipment Rental (On-Site Use) – Members and Non-Members

Portable 19” TV/DVD Unit = \$50 (plus replacement costs if damaged)

LCD Projector/Screen = \$100 (plus replacement costs if damaged)

Audio-Visual Equipment Rental (Off-Site Use) – Members and Non-Members

Portable 19” TV/DVD Unit = \$75 (plus replacement costs if damaged)

LCD Projector/Screen = \$200 (plus replacement costs if damaged)

Note: Our facility, built in 1850, is not currently handicapped accessible; for alternate room rental arrangements, contact the Bar Association at 724.225.6710.

Approved by Executive Committee April 14, 1997, as revised June 1, 2003 and further revised January 5, 2009.